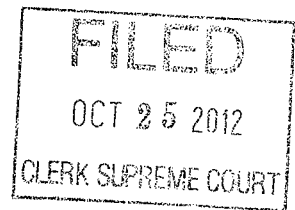


In the Supreme Court of Iowa

**In the Matter of the Electronic
Document Management System
and Standard eForms of Pleadings
for Small Claims Actions**

Supervisory Order



On June 29, 2012, the court approved a set of small claims pleadings “eForms” for use in the Iowa Judicial Branch Electronic Document Management System (EDMS). The court hereby approves an amended set of small claims pleadings eForms for use in EDMS.

Many of the small claims eForms contain instructional language on when EDMS will provide service of the eForm, and when the filing party will have to mail a copy of the eForm to an opposing party exempt from electronic filing. *See, e.g.*, eForm 3.1: Original Notice and Petition for a Money Judgment, paragraph 5. The amended set of forms includes minor revisions to this instructional language.

EDMS automatically adds a clerk’s signature page to the small claims original notices and petitions when the documents are approved. Thus, the page numbering for eForms 3.1 through 3.9 indicate the addition of this page. For example, eForm 3.1: Original Notice and Petition for a Money Judgment, will indicate at the bottom of the page “eForm 3.1, page 1 of 3,” with page 3 being the clerk’s signature page added to the form during the filing process. The page numbering for eForms 3.11 through 3.27 have been amended to reflect that EDMS does not add a clerk’s signature page to those forms.

On all eForms, the second line of the signature block has been changed from “Law firm, if applicable” to “Law firm, or entity for which filing is made, if applicable.” This change more closely tracks the signature format requirements of EDMS Rule 16.306(4).

The small claims pleadings eForms attached hereto and posted on the judicial branch website in fillable and savable format are approved for immediate use in electronic small claims cases and are the preferred eForms. Clerks of court, however, shall continue to accept for filing small claims pleadings eForms approved June 29, 2012.

Because the judicial branch is still in the process of implementing electronic filing throughout the state and these are therefore interim forms, they shall not be published in the Iowa Court Rules.

Dated this 25th day of October, 2012.

The Supreme Court of Iowa

By Mark S. Cady
Mark S. Cady, Chief Justice